**JOB DESCRIPTION**

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| **Job Title:** | WWGS Resource & Curriculum Officer (Job Share) |
| **Company:** | Self Help Africa  |
| **Department:** | WorldWise Global Schools (WWGS) <https://www.worldwiseschools.ie/> |
| **Location:** | Flexible Working Location |
| **Contract Type:** | 50% Part-Time, Fixed-Term 12-month Contract  |
| **Salary:** | €24,500 Per Annum |
| **Reports to:** | Programme Director, WorldWise Global Schools  |
| **About WWGS**  | WorldWise Global Schools (WWGS) is Ireland’s national programme for Global Citizenship Education (GCE) at post-primary level. GCE promotes an understanding of the unequal world in which we live, by critically exploring and challenging issues of inequality and injustice, and by fostering action for meaningful change. It equips both educators and learners with the knowledge, skills and values to do so. WWGS provides post primary schools with access to Continuous Professional Development (CPD) for teachers on GCE, as well as support from regional Education Officers. Through the Global Passport Framework, supported by grant funding, schools can embed GCE in a whole setting approach. In addition, the programme provides a wide range of curriculum resources supporting and encouraging post-primary schools to engage in Global Citizenship Education.  |
| **Job Purpose:** | The role of Part-time (50%) Resource & Curriculum Officer complements and supports the WWGS team. This role requires competency and experience in the post-primary education sector and/or Global Citizenship Education (GCE) sector. The role has specific responsibilities around curriculum related and GCE content development. The role demands skill in creating and developing resources which have clear curriculum links to post-primary subjects. The Resource and Curriculum Officer must deliver resources within an agreed timeframe to a high standard. The role requires strong communication, organisational and interpersonal skills to collaborate effectively with other members of the WWGS team, as well as using one’s own initiative.  |
| **Key Responsibilities:** | The duties of the Resource & Curriculum Officer may include but is not limited to the following key responsibilities.**WWGS Resources:*** Undertake Global Citizenship Education (GCE) themed research for the purposes of developing up-to-date knowledge and material for the programme.
* Undertake the development of school GCE Case Studies for the purpose of demonstrating and promoting good practice GCE at post primary level.
* Collaborate with relevant stakeholders in the GCE sector to create and promote awareness of their services and resources amongst both post primary schools as well as strategic stakeholders.
* Undertake content and resource updates on the WWGS website.
* Provide support for new resource requirements as they arise in the WWGS programme.
* Undertake review of any draft WWGS-funded NGO resources as relevant and as required.

**WWGS Curriculum Subject Guides:*** Review and identify content updates that may be required on existing WWGS subject guides.
* Coordinate completion of agreed new and updated WWGS subject guides and resources in line with targets as set out in the WWGS Results Based Framework.
* Develop updated curriculum related content for other existing WWGS programme resources.
* Support the promotion and dissemination of existing and new WWGS subject guides, including collaboration with relevant bodies such as subject associations, developmenteducation.ie and other relevant stakeholders in the formal education and GCE sector.
* Develop and maintain a WWGS subject guide and resource framework template in collaboration with the WWGS Education Officers that will be used to inform all future WWGS resource development.
* Lead and collaborate on the development of WWGS responses to new curriculum specification consultations that are launched throughout this academic year.

**Additional:*** Undertake general administrative duties alongside the team of Education Officers on the WWGS programme.
* Provide support to colleagues, where required, in the organisation and administration of key programme events and conferences.
* Represent WWGS as required at relevant stakeholder events in the formal education and GCE sectors.

The above list of key responsibilities is not an exhaustive list and other duties may be identified as required.  |
| **Key Relationships:** | **Internal*** WWGS Programme Director
* WWGS Regional Education Officers (EOs)
* WWGS Grants & Operations Officer
* WWGS Programme Administrator

**External*** Schools (Teachers, Principals and Students involved with the WWGS Programme)
* Key Post-Primary and GCE Stakeholders
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| **Knowledge and Experience** | **Essential:** * Minimum 3 years’ experience of Global Citizenship Education
* Demonstrable knowledge/experience of the post-primary sector
* Knowledge of pedagogical practice and methodologies
* Experience in the creation of new curriculum-linked resources to a high standard and within agreed timelines.
* Experience in the creation of new approaches in active teaching and learning methodologies
* Experience in effectively using facilitation skills
* Strong writing and presentation skills
* Strong IT proficiency, particularly in the use of Excel and Word
* Excellent interpersonal skills

**Desirable:*** Masters level of qualification in education or other relevant field such as development education, sustainability, or related field
* Minimum 2 years post-primary teaching experience in school(s) in Ireland and/or the United Kingdom in any subject(s)
* Experience of creating, developing and maintaining effective working relationships with key stakeholders in the GCE sector
* Strong database management skills
* Evidence of strong planning/organisational skills
* Experience of using bespoke CRM software, particularly Salesforce
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